

## **Guidelines For Municipal Consultants Developing Geospatial Mapping Data**

Municipalities often contract consultants to assist with the mapping aspects of their comprehensive plans. The geospatial mapping data developed for comprehensive plans (i.e. zoning, future land use, future growth areas, etc.) are vital to the jurisdictions as well as many State agencies. As such, we are encouraging municipalities to share these data through Delaware FirstMap<sup>1</sup>.

In order for municipalities to share their data through FirstMap it is important for their consultants to meet the following requirements and standards when delivering geospatial mapping data:

- Delivered in a digital format compatible with ArcGIS (shapefile, geodatabase, etc.)
- Projection/Datum should be Delaware State Plane NAD 83 meters
- Include Full Metadata – compliant with the State’s [Metadata Standard](#) including attribute information – description of each attribute field with acronyms defined and a process step on how the data was developed.
- Become the property of the jurisdiction once it is completed
- Delivered electronically to the jurisdiction
- Delivered with detailed information necessary to symbolize the data (i.e. feature attributes and/or layer file). This will allow for a consistent representation of the data across all platforms and mapping initiatives.

We encourage municipalities to have their consultants utilize the base map data already provided in FirstMap when creating their maps. The data for base maps is updated regularly in FirstMap and is therefore the most current data available. The municipality should not need to encumber costs associated with developing base map data.

---

<sup>1</sup> Delaware FirstMap is platform that allows towns, counties and state agencies to share mapping data with each other and the public. In addition to data FirstMap also has online mapping capabilities.